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some of the most vexing problems: it seemed that invariably the word got around to several analysts at the same time, so they ~~all~~ demanded the one copy at once. In April 1953, to alleviate this situation, OCD began to microfilm single-copy documents, enabling it to reproduce as many copies as required from the microfilm. By October, OCD had prepared a proposal to expand the microfilming program by providing in OCD all microfilm services required, ^{that is,} ~~the~~ filming, review, reproduction from film, and the necessary reference service. A CIA management expert ⁶³ reviewed and recommended approval of the OCD proposal. September 1954 saw the full-scale microfilm coverage of all IAC information reports and selected enclosures in effect, the realization of one of the ~~major~~ ^{is major} OCD objectives to ~~give~~ ^{in seeking to provide} better service.

1. Indexing

The most important aspect of any retrieval system, whether manual or mechanical, is the method of indexing the material received. OCD developed two basic approaches: 1) the Intelligence Subject Code (ISC), a scheme to indicate the subject and area contents of the documents processed, and 2) the Intelligence Periodicals Index (IPI), a desk tool for analysts, issued each month and cumulated, ^{which ed} indexing the contents of major intelligence periodicals. No indexing system can

ILLEGIBafford to be static, continuous improvements in its indexing operations resulted

ILLEGIB in increasing acceptance of OCD's systems, ~~in the intelligence community.~~ ^{Insert} ~~for~~

example, in October 1953, the title and scope of the IPI was changed ^{where as reflected in} ~~to~~ Intelligence

Publications Index to reflect inclusion of finished intelligence items, both ^{periodicals and monographs.}

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